

PERSONNEL

3000

WORKPLACE VIOLENCE

3045

1. Rationale

The Simcoe County District School Board (SCDSB) is committed to providing a safe, healthy and respectful working and learning environment for all employees. The board will maintain workplace violence prevention procedures as part of the board's violence prevention program to implement this policy with respect to workplace violence, and to meet the requirements of the *Occupational Health and Safety Act* (OHSA).

2. Policy

It is the policy of the SCDSB to promote a violence-free workplace in which all individuals respect one another to achieve common goals. Violent behaviour and behaviour which increases the risk of violence in the workplace are unacceptable and will not be tolerated.

The SCDSB recognizes that violence and the threat of violence in the workplace is a serious hazard to employees which can cause physical harm, as well as erode the mutual trust and confidence that are essential to the well-being of our employees.

3. Definition

3.1 Workplace violence - the *Occupational Health and Safety Act* defines workplace violence as:

- (a) *the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker,*
- (b) *an attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker,*
- (c) *a statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker.*

3.2 Workplace - The *Occupational Health and Safety Act* defines a workplace as *any land, premises, location, or thing at, upon, in, or near which a worker works.*

3.2.1 The workplace includes any place where employees perform duties or functions on behalf of the board. Schools and school-related activities, such as extracurricular activities and excursions, comprise the workplace, as do board offices, vehicles, facilities, and lands. Conferences and training sessions fall within the scope of this policy.

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4. Guidelines

- 4.1 This policy is intended to protect employees and individuals who meet the definition of 'worker' under the *Occupational Health and Safety Act*.
- 4.2 This policy applies to all work activities that occur on board premises, or while engaging in workplace activities or workplace social events.
- 4.3 Every employee must work in compliance with this policy and the workplace violence prevention procedures. Employees are encouraged to raise concerns about workplace violence and report any violent incidents or threats, including domestic violence, in accordance with the procedures.
- 4.4 In compliance with the *Occupational Health and Safety Act*, employees have an obligation to report any unsafe activities, and those individuals engaging in unsafe activities will be held accountable for their actions. This, together with Safe Schools legislation, means that violent and potentially violent activity by any person in the workplace will be investigated by the board and will be acted upon in a manner that protects employees in the workplace. *Canada's Criminal Code* deals with matters such as violent acts, sexual assault, threats, and behaviours such as stalking. The police should be contacted in these situations. Harassment may also be a matter that falls under *Ontario's Human Rights Code*. Harassment, bullying, and discrimination on prohibited grounds may be addressed by the Human Rights Commission.
- 4.5 The Joint Health and Safety Committee and management shall review this policy as often as necessary, but at least annually, as required by the *Occupational Health and Safety Act*.

5. Administrative procedures

The Director of Education is authorized to provide the administrative procedures necessary to implement this policy.

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[APM A1440](#)
[APM A2012](#)
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